



## **TOWN OF STELLARTON**

Council

November 9, 2020

5:30 PM

- 1. Approval of Agenda**
- 2. Approval of Minutes:** October 13, 2020
- 3. Business Arising from the Minutes**
- 4. Declaration of Election**
- 5. Oath of Office- Mayor**
- 6. Oath of Office – Councillors**
- 7. Reports from Staff:**
  - a. Chief Mark Hobeck- Stellarton Police Service
  - b. Fire Chief Mike O’Sullivan – Fire Department
  - c. Paige Clarke- Marketing & Communications
  - d. Blaine Murray – Town Engineer
  - e. Sally O’Neill- Active Pictou County
- 8. Correspondence**
- 9. Resolution Deputy Mayor Term of Office & Signing Authority**  
November 9, 2020-October 31, 2021
- 10. Public Works Employee Ratification**
- 11. SPCA Donation of Land**
- 12. Open Forum**
- 13. Next Council Meeting:** December 14, 2020
- 14. Adjourn**

**OCTOBER 13, 2020**  
**STELLARTON, NOVA SCOTIA**

**MEETING**

A meeting of the Stellarton Town Council was held on Tuesday, October 13, 2020, at 5:30 p.m. in the Council Chambers.

**PRESENT**

Mayor D. MacGillivray, Couns. S. Lawand, B. Knight, S. Campbell and G. Pentz. Also present was the Town Clerk S. Higdon.

**1. AGENDA**

The Agenda was approved, as amended to include 4.b. Proclamation, Waste Reduction Week, on motion by Coun. S. Lawand, seconded by Coun. S. Campbell. **Motion Carried.**

**2. APPROVAL OF MINUTES**

The minutes from September 14, 2020 Public Hearing, September 14, 2020 Regular Council Meeting and September 28, 2020 Special Council Meeting were approved on motion by Coun. G. Pentz seconded by Coun. B. Knight. **Motion Carried.**

**3. BUSINESS ARISING FROM THE MINUTES**

Coun. B. Knight commented on Police work re drug issue in Town; one house demolished and another boarded up; thanks to the Police Department and Sgt. Paul Pentz.

Town Clerk S. Higdon re outstanding item from the previous meeting; 25 Bunker Hill; the Acting Planner Roland Burek is out on sick leave; item will be tabled once again. Town Clerk S. Higdon re Special Council meeting on September 28, 2020 regarding the contract for the Municipal Corporation for the Transit; clarified some wording of the document; to include "50% of the kilometers serviced in each community"; which was previously known to Council.

Coun. S. Lawand re 25 Bunker Hill issue and the 90-day timelines; Town Clerk S. Higdon will look into this.

**4. REPORTS FROM STAFF - for information; reports attached.**

a. Police Service – September Report

Questions/Comments:

Mayor D. MacGillivray re the flashing red lights on stop sign; Town Clerk S. Higdon reported that the part is ordered and hoping to have it by November.

Coun. B. Knight made motion to accept Police Service Report, seconded by Coun. S. Lawand. **Motion Carried.**

b. Emily Lutton – Building Official, Fire Inspector – Report attached; Coun. G. Pentz made motion to accept Building Official; Fire Inspector's report, seconded by Coun. B. Knight. **Motion Carried.**

c. Fire Chief Mike O'Sullivan – Fire Department, presented report for September.

Coun. B. Knight motioned to accept Fire Department's report for September 2020, seconded by Coun. G. Pentz. **Motion Carried.**

d. Paige Clarke – Marketing & Communications

P. Clarke presented report; adding that the schedule time for the Birch Hill Display will be October 15 at 12:15 to accommodate more people.

Questions/Comments:

Coun. S. Lawand re Cruise Committee; to keep Council informed and updated.

Mayor D. MacGillivray re Volunteer recognition on the Town's Facebook Page; Accessibility & Heritage Committee; Newsletter; Field bookings.  
Coun. G. Pentz made motion to approved Marketing & Communications report, seconded by Coun. S. Lawand. **Motion Carried.**

e. Blaine Murray – Town Engineer

Town Engineer B. Murray presented his reports; highlighting that construction season is still ongoing.

Questions/Comments:

Coun. B. Knight re Rundle Street. Town Engineer B. Murray commented on old fill / debris found when area was excavated; remediated and filled with proper gravels.

Coun. S. Lawand re settlement on Pleasant Street at the Jubilee intersection. Town Engineer B. Murray provided information; videoed; water leak was discovered from a private property; fixed the issue.

Coun. G. Pentz re lights at the A & W. Town Engineer Murray reiterated that parts are ready, but bulbs have been delayed.

Mayor D. MacGillivray comments re positive feedback on the new sidewalks and Allan Park.

Coun. B. Knight made motion to approve Town Engineer's Report, seconded by Coun. S. Campbell. **Motion Carried.**

f. Sally O'Neill – Active Pictou County Report – Coun. G. Pentz made motion to approve Active Pictou County Report, seconded by Coun. S. Lawand.

**Motion Carried.**

g. Proclamation; Waste Reduction Week – Mayor D. MacGillivray read proclamation designating October 10<sup>th</sup> – 25<sup>th</sup>, 2020 as Waste Reduction Week – accepted on motion by Coun. S. Campbell, seconded by Coun. B. Knight. **Motion Carried.**

**5. CORRESPONDENCE**

a. Charles and Mildred MacKinnon Re: Thank you card to Council for a 60<sup>th</sup> Anniversary plaque.

**6. COMMITTEE OF THE WHOLE REPORT**

The following recommendations are for Council's consideration from the Committee of the Whole Meeting held on September 28, 2020:

Recommendation #1. On recommendation of Committee of the Whole, Council approve the Heritage RFP received from WSP in the amount of \$21,148.50 HST included.

Recommendation #2. On recommendation of Committee of the Whole, Council approve the donation of \$200.00 to the United Way of Pictou County.

Coun. G. Pentz made motion to approve recommendations of Committee of the Whole, seconded by Coun. S. Campbell. **Motion Carried.**

**7. POLICE COMMISSION REPORT**

The following recommendation is for Council's consideration from the Police Commission meeting held on October 1, 2020.

Recommendation # 1. On recommendation of the Police Commission, Council consider Halloween Hours for Trick or Treating to be between 6:00 p.m. – 8:00 p.m. on October 31, 2020. Council decided to have no set start time, only a cut-off time at 8:00 p.m.

Coun. B. Knight made motion to approve recommendation of the Police Commission amended to have no set start time, with 8:00 p.m. being the cut-off time, seconded by Coun. S. Campbell. **Motion Carried.**

**8. PLANNING ADVISORY UPDATE (Attached)**

Town Clerk S. Higdon read update for Council's information; the Committee has been busy despite the COVID restrictions. Coun. S. Lawand added that the Committee is looking at ideas for something to be put inside the rotary area.

**9. PROCLAMATIONS AND FLAG RAISING CEREMONIES**

(7 Day Notice, September 28, 2020) Coun. B. Knight provided comments; being more inclusive to groups who want to fly their flags. Coun. B. Knight made motion to approve the Proclamations and Flag Raising Ceremonies policy, seconded by Coun. S. Lawand. Coun. S. Lawand highlighted section 2.b. "No group or individual shall be promoted to the detriment of another group or individual".

Mayor D. MacGillivray highlighted "the message being conveyed must be considered for the public good".

**Motion Carried.**

**10. APPOINTMENT OF BUILDING INSPECTOR**

Town Clerk S. Higdon informed Council that Emily Jones is going off on maternity leave; recommends appointing Mannie Withrow to be the Dangerous and Unightly, Fire Inspector and Bylaw Officer in her stead. Town Clerk S. Higdon provided comments re Mr. Withrow's qualifications; recently retired from Colchester County where he was the Building Inspector for 27 years; very knowledgeable in this field. Coun. G. Pentz made motion to appoint Mannie Withrow as Building Inspector, seconded by Coun. S. Campbell.

On the Question:

Mayor D. MacGillivray re complaints about unsightly properties.

**Motion Carried.**

**11. SPCA – REQUEST**

Town Clerk S. Higdon read letter of request from the Nova Scotia SPCA for Council's consideration; looking for a new building/shelter location; asking for a donation of land in the Stellarton Business Park. Coun. B. Knight made motion to approve request from SPCA and donate the land, seconded by Coun. G. Pentz.

On the Question:

Mayor D. MacGillivray provided additional information and comments.

Town Clerk S. Higdon re the MGA guidelines, if Council chooses to donate a piece of land, they would need to hold a Public Hearing, which could be held before the November 9, 2020 Council meeting.

**Motion Carried.**

**12. OPEN FORUM**

David Pettipas comments:

- Asked about Marie Street; waterline
- Poor water quality
- The need for a sidewalk
- Street parking limited

Mayor D. MacGillivray will forward to Public Works.

**13. NEXT COUNCIL MEETING**

Next Council meeting will be Monday, November 9, 2020 at 5:30 p.m.

Swearing in of Council 2020-2024

STELLARTON TOWN COUNCIL 1  
OCTOBER 13, 2020

Town Clerk S. Higdon reported that there will be Tax Sale on October 14, 2020, at 10:00 a.m.

**14. ADJOURN**

Meeting adjourned on motion by Coun. G. Pentz.

**MAYOR**

**TOWN CLERK**



## STELLARTON POLICE SERVICE

Report for Month End October 31, 2020

Calls for Service

**Total: 172**

### Activities

### Arrests

1- 911 Act-Other Activities	
1- Abandoned Vehicle	
1- Administering a Noxious Substance	
1- Aggravated Assault	1
2- Animal Calls	
2- Assaults	
9- Assists to Canadian Police Agency	
14- Assists to the General Public	
2- Assists to non-Gov Agency	
1- Break and Enter-Business	
1- Cannabis Act	1
2- Check Stops	

1- Controlled Drugs	
1- Coroners Act-Sudden Death	
3- Dog Act-Other Activities	
5- Driving while Disqualified	3
2- Failure to Stop/Remain	
3- Failure to Comply	2
5- False Alarms	
5- Family Relations Act	
1- Fire Prevention Act	
1- Firearms Act	
1- Flight from Police	1
1- Fraud	
1- Identity Fraud	
3- Information Files	
1- Insecure Premises	
2- Liquor Control Act	1
8- Mental Health Act	
5- Mischief	
28- Motor Vehicle Act	11
1- Motor Vehicle Insurance	1
2- Moving Traffic Intersection	1

- 1- Moving Traffic Speed
- 5- Municipal Bylaws
- 3- Operation while Impaired
- 1- Other Moving Traffic
- 1- Other Provincial Statutes
- 1- Peace Bond
- 1- Person Reported Missing
- 2- Police Assistance
- 1- Property Related
- 1- Sex Offender Information
- 14- Suspicious Persons
- 1- Suspicious Vehicle
- 1- Taking Motor Vehicle without Permission
- 2- Theft of a Motor Vehicle
- 7- Thefts under \$5000
- 1- Traffic Collision
- 1- Traffic Control
- 1- Unauthorized possession of a Weapon
- 2- Uttering Threats
- 1- Weapon
- 7- Well Being Checks

Open Cases 21    Open Cases (YTD) 52

**COMMUNITY RELATIONS**

Qty.            Type

None to report due to COVID-19 Restrictions.

**Other Activities**

Foot / Bike Patrol    11.5 hours

Radar Patrol    120 hours

**Fleet**

Patrol Car 36    October    4327 km traveled    Year to Date    40892 km travelled

Patrol Truck 38    October    km traveled    Year to Date    37745 km travelled

**Gas Used**

Patrol Car 36    October    883 Litres    Year to Date    8356.50 Litres

Patrol Car 38    October    616 Litres    Year to Date    5213 Litres

Respectfully Submitted:

Mark Hobeck  
Chief of Police

Crime statistics

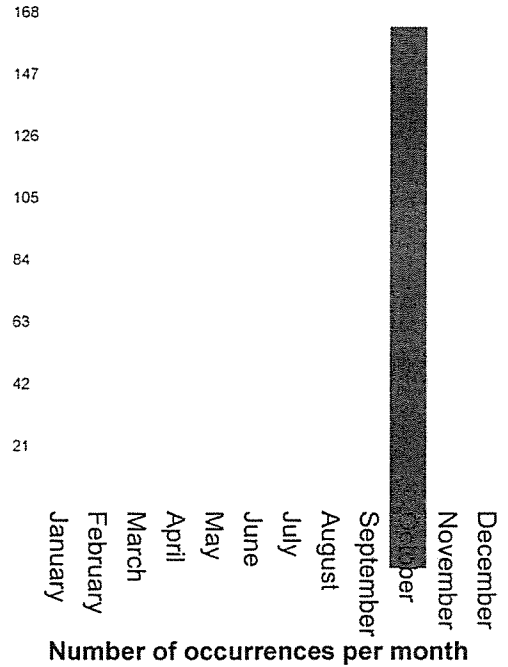
RCMP-GRC, Stellarton NS PS
Valid as of 2020/11/03 08:53:22 Printed by #E00036135 THIBEAU, M.

Daily and hourly occurrences

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	UNKNOWN	TOTAL
NUMBER OF EVENTS - >	11	14	22	24	35	23	34	9	172
0:00 TO 3:59		3	1	3	2	1	7		17
4:00 TO 7:59		1	2	2	3	3	2		13
8:00 TO 11:59	2	4	6	3	9	6	4		34
12:00 TO 15:59	2	1	5	7	7	7	5		34
16:00 TO 19:59	3	3	4	6	7	1	10		34
20:00 TO 23:59	4	2	4	3	7	5	6		31
UNKNOWN HOUR								9	9

Breakdown by month:

Month	Number of occurrences	Percentage of total
January	0	0.0%
February	0	0.0%
March	0	0.0%
April	0	0.0%
May	0	0.0%
June	0	0.0%
July	0	0.0%
August	0	0.0%
September	1	0.6%
October	162	94.2%
November	0	0.0%
December	0	0.0%
Unknown	9	5.2%
<b>Total</b>	<b>172</b>	<b>100%</b>



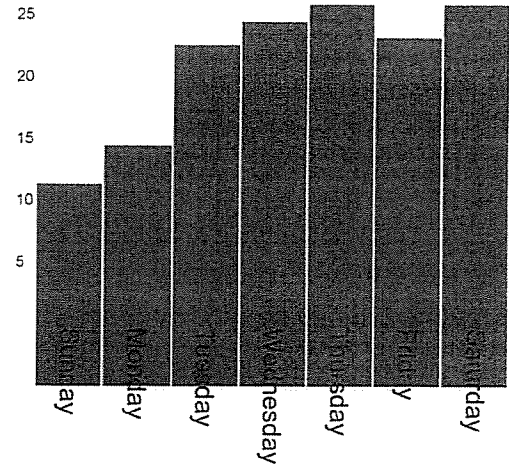
Breakdown by day of the week:

Weekday	Number of occurrences	Percentage of total
Sunday	11	6.4%
Monday	14	8.1%
Tuesday	22	12.8%



Protected B

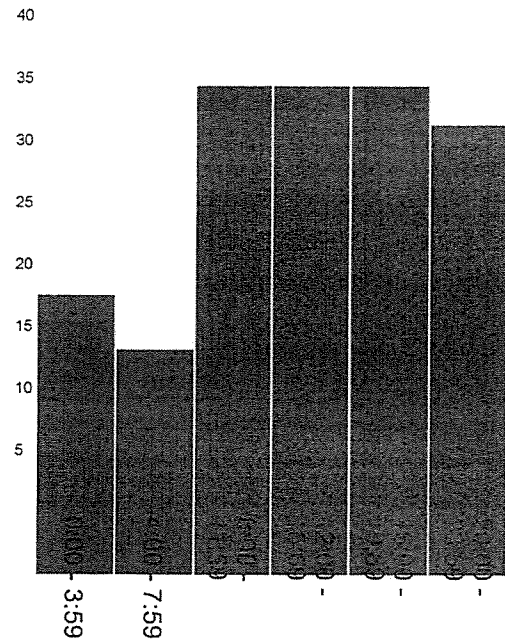
Wednesday	24	14.0%
Thursday	35	20.3%
Friday	23	13.4%
Saturday	34	19.8%
Unknown	9	5.2%
<b>Total</b>	<b>172</b>	<b>100%</b>



Number of occurrences per weekday

**Breakdown by time of day:**

Time	Number of occurrences	Percentage of total
0:00 - 3:59	17	9.9%
4:00 - 7:59	13	7.6%
8:00 - 11:59	34	19.8%
12:00 - 15:59	34	19.8%
16:00 - 19:59	34	19.8%
20:00 - 23:59	31	18.0%
Unknown	9	5.2%
<b>Total</b>	<b>172</b>	<b>100%</b>



Number of occurrences per time of day

Stellarton Fire Department  
Monthly Report – October 2020

Overall, the month of October was quiet around the Fire Department. As always, Fire Prevention week came and went. The Stellarton Fire Department conducted Fire Drills at each of the schools found within the Town and participated in the Annual Fire Prevention Parade. The drills looked a little different this year because of Public Health Regulations(essential visitors in the school only) but they still happened and were successful.

**CALLS:**

During the month of October we responded to 5 calls: 4 were alarm calls and the other was a report of smoke. An average of 14 fire fighters responded to each call.

**PRACTICES:**

Practices were held every Thursday. On average 17 members attended.

**Clean-up/Equipment checks:**

Although the Hall remains closed to the Public we are still doing our weekly crew clean-up and equipment checks.

Respectfully submitted by Mark Fortune(secretary)

## **November Council Report Marketing & Communications**

### **Election**

- Elections information regarding how to vote, how to get help, ward divisions, etc., was widely shared on our Facebook page and our website until the election closed on October 17 – with results being posted on these same platforms as well.
- Residents were well informed through our sharing of information from the [electionspictoucounty.com](http://electionspictoucounty.com) website and were generally able to get help from Elections staff with little concern.

### **Birch Hill Display**

- The unveiling of the Birch Hill House interpretive panel was held on October 15, 2020 at Allan Park.
- There were a limited number of attendees due to COVID-19 restrictions, but overall, the event was well-attended, and attendees followed physical distancing and mask wearing extremely well.
- The group that helped bring this whole display together were very grateful for the opportunity and were proud to be a part of the service; I've received multiple thankful emails and calls since the 15<sup>th</sup>.
- Photos from the event were shared on our FB page and residents are encouraged to take a look and learn more about our Stellarton heritage when they're up in the park.
- The Chronicle Herald ran an article about the unveiling prior to the event and can be found here: <https://www.thechronicleherald.ca/news/provincial/stellarton-unveiling-plaqueboard-to-remember-birch-hill-house-507443/>

### **Accessibility & Heritage Committee**

- The Accessibility Committee has begun fine-tuning the five specific areas of focus for the accessibility plan; These five are built environment, information and communication, goods and services, employment, and transportation.
- Emily, accompanied by myself, conducted an Accessibility Audit of the Town's public buildings. This audit provided some valuable information to strengthen our plan and will help us with specific changes for increased accessibility.
- The Heritage Committee is currently preparing for an initial workshop with the consultants from WSP on November 5<sup>th</sup>. This initial day will be a crucial first step in developing our Heritage Plan and highlighting what we'd like to see from it.

### **Special Events/Holidays**

- I'm continuing to be in conversations and webinars regarding the status of special events in the province.
- As provincial and local decisions are announced regarding holidays and events like Thanksgiving, Halloween, and Remembrance Day, I will continue to share with the public how they can safely proceed with celebrations. Dr. Strang and the province have a wide list of protocols and safety suggestions that can better protect our community, those are being shared for holidays as they're available.

## REMO

- The PIO team continues to be in touch and make informative plans on what we need to communicate, how the community can remain safe during these continued difficult times, and more.
- Presently, we are focusing on Halloween safety and safety during Remembrance Day services (following the lead of the local Legions). As we have available information, it will be shared and made public.
- I attended the REMO after action meeting where we discussed and reviewed the successes and the difficulties that were face throughout the pandemic. Communications-wise, the team meshed really well together and are continuing to work together, as needed. Part of this discussion emphasized the need for a preparedness plan to help with future communications and to help in the future given any changes occur within the team. This is an important tactic that I believe should be adapted and would be beneficial to myself and the Town of Stellarton as a whole; I will be looking at developing a guideline for the future of the Stellarton Communications Department.

## Communications Plan

- A preliminary draft of the communications plan is almost complete for review.
- This plan has goals to further increase transparency within the Town, rebrand (or further develop) Stellarton as a brand, create opportunities for local residents, business owners, tourists, and others, as well as have consistent messaging from the Town through formal and informal means of communication.

## Flu Shot Clinic

- Thanks to Gina Markie and the Pharmacy First team, we held a flu shot clinic for Town staff.
- I managed all logistics and communication of the clinic with staff.
- Several members of all departments took advantage of the opportunity.

## Social Media Notices

The following are posts that were made on social media and are important to highlight:

- COVID Trick or Treating; while Halloween is continuing throughout the province, there are key tactics on how to stay safe while out trick-or-treating and for homeowners while handing out candy. These health and safety tips were shared to the public to ensure that there are few complications during the holiday.
- Waste Reduction Week; As proclaimed during October's council meeting, Waste Reduction Week ran from October 19-25, 2020. Our proclamation was shared on social media and encouraged resident to help reduce waste. Stellarton and New Glasgow were the only two towns in Nova Scotia who made this proclamation; more info can be found here: <https://wrwcanada.com/en/get-involved/proclamations?fbclid=IwAR3acqjzCoIH30HUt5EmsEDKiStFYgVcO2f2Wk1UXJF4Y65bjngIo4ArDfE>
- Police Commission Representative; The Town of Stellarton still requires new representatives to sit on the Police Commission. Those who are interested in joining are encouraged to do so and must apply through the province: [https://novascotia.ca/exec\\_council/abc/](https://novascotia.ca/exec_council/abc/)
- Fire Department Volunteers; Fire Chief, Mike O'Sullivan, expressed the need for more volunteer firefighters at the Stellarton Fire Department. The application is live on our website on the Fire Department page, as well as posted on social media with a direct link.

# **Town Engineers Report October 2020 Engineering & Public Works Report**

## **Engineering/ Capital**

1. Please find attached the projects status sheet for updates on the capital projects related to Public Works.
2. The Request for Proposal for the design of the Town closed on October 7<sup>th</sup>. A full review will take place and presented to council at the November Committee of the whole.
3. S.W. Weeks Construction has several outstanding items on the Rundell Street project including landscaping and asphalt. Substantial completion is expected in November.
4. The Water Meter Request for proposal closes on November 10<sup>th</sup>.

## **Streets/Properties**

5. Public Works staff are working on preparing winter equipment for the upcoming snow season.
6. Seasonal buildings are being closed and/or prepped for the winter as well as recreational facilities such as the splash pad.
7. Aspen Street has been graded and ready for asphalt.
8. Several manholes on Heritage Avenue have been adjusted so that snow plows don't catch them during snow removal operations.
9. The Public Works building has been organized since the renovations were essentially completed. This will provide better functionality for operations.

**Blaine Murray, P.Eng.,  
Town Engineer**



Town of Stellarton  
Capital Projects Update Sheet

**GENERAL CAPITAL**

	Project Description	Status
<b>Town Properties:</b>		
	Public Works Building	waiting for NSPI for a connect and disconnect
	Pleasant St Bank	complete
	Town Hall Bldg Design	under review
	Library Boiler	one quote provided
	Town Hall Repointing	complete
	PW Building Fencing	50% complete
	MacMillan Curb	Complete
	Cross Walk Lights A&W	waiting on poles
<b>Sewer:</b>		
	Sanitary flow meter and structure	Legal cannot find rightful owner to obtain the easement
<b>Sidewalks:</b>		
	SW Stellar St (Acadia-Jubilee)	complete
	Foord St (Bridge-Foster)	complete
	Acadia Ave (S Foord-S MacKay)	complete
	Foord St (Fairview-Claremont)	complete
<b>Public Works Equipment:</b>		
	PW Lawn Tractor	deferred
<b>Infrastructure</b>		
	Rundell Infrastructure Upgrades	75% complete

**WATER CAPITAL**

	East River Bank Stabilization	Requires further info
	WTP Membranes	Second set of Membranes installed
	Commercial Water Meters	RFP closes November 10th

# **Town of Stellarton Town Engineers Report October 2020 Water Utility Report**

## **Water Quality Testing**

1. Routine weekly Bacteriological sampling was conducted. All results were negative for the month.

## **Water Distribution System**

2. Water distribution system is behaving as normal with one main break on Emmanuel Street on October 1<sup>st</sup>.
3. Annual hydrant flushing is complete.
4. Annual shutdown of fire hydrants is in progress. Several hydrants were discovered to be in need of repair during this process.

## **Water Treatment Plant (WTP);**

5. The 2<sup>nd</sup> train of membranes was installed in October by staff. The membrane is in production and behaving as expected.

**Blaine Murray, P. Eng.  
Town Engineer**

- Ladies Trail Building Workshop held, October 24<sup>th</sup>, 19 women from throughout Pictou County and Nova Scotia participated in building a new trail at Six Mile Brook.



- Organized a quick approval from the Pictou County Trails Association’s Trails for Life Fund to purchase 5 new Pulaski Axes to replace equipment lost in a break-in. Equipment was delivered in time for the workshop.
- Active After School programming is in session at Westville Gym Mondays and Wednesdays, and Sobeys Soccer Complex Tuesdays and Thursdays. All programs are full.
- Funding application submitted to Trans Canada Trail Foundation for support to improving the rural portion of the Jitney Trail from Meadowville to River John. \$25,000 awarded for this project.
- Met with staff of Stellarton and Westville to explore potential for Trans Canada Trail connection that would take the trail off road. Working on an application to Trans Canada Trail Foundation for planning assistance funding to create a proposed route and project plan.

**RESOLUTION  
DEPUTY MAYOR & SIGNING AUTHORITY**

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**BE IT RESOLVED** the appointment of Deputy Mayor of the Town of Stellarton and adopted under authority of Section 16(2) of the Municipal Government Act, that Deputy Mayor Simon Lawand be authorized to sign cheques and other legal documents in the absence of the Mayor from November 9, 2020 until October 31<sup>st</sup>, 2021 for the Town of Stellarton.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution duly passed by the Town Council of the Town of Stellarton at a duly called meeting held on the 9<sup>h</sup> day of November 9<sup>th</sup>, A.D. 2020.

**GIVEN** under the hand of the Town Clerk and under the seal of the said Town this 9<sup>th</sup> day of November, A.D. 2020.

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Susan Higdon Town Clerk